

19 February 1968

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MEMORANDUM FOR: [REDACTED] Room T-100, Headquarters
Awards Staff, Office of Personnel

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SUBJECT : Paperwork Management Award for 1968;
[REDACTED]

REFERENCE : Memo from C/Support Services Staff to Director
of Personnel dated 25 Aug 1967 - Subject:
Nomination for Public Service Award

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1. In keeping with our several discussions these past few weeks, I have studied the research papers on [REDACTED] that were developed by [REDACTED]. Also, I have reviewed the draft for the proposed nomination which you completed and gave to me on 14 February 1968.

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2. Your draft has been very helpful but I felt obliged to make a few editorial changes to reflect a few technicalities of the Records Management profession, to clarify the USIB agreement [REDACTED] negotiated, and to shorten the overall presentation.

3. The attached presentation should fulfill the requirements of the Award sponsors which specifically ask for:

- a. A Brief Biographical Sketch of the Nominee
- b. A Description of His Accomplishments and Their Results
- c. A Brief Digest of the Above for the Official Program

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4. Some seventy records officers throughout the Agency who have worked with [REDACTED] these past several years will be personally interested in our successful completion of this nomination. We greatly appreciate your efforts in developing the necessary paperwork. Please call me if I may help on any part of the attached or other transmittals and so forth.

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5. Please notify [REDACTED] when the Management Award announcement is received by you and he will formalize [REDACTED] nomination as he indicated in his August memo.

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CIA Records Administration Officer

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Attachments:

1. Biography with Accomplishments
and Results
2. Digest

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